

**BY ORDER OF THE
COMMANDER PACIFIC AIR FORCES**

**JOINT TRAVEL REGULATION, VOLUME II
PACIFIC AIR FORCES COMMAND**



PACAF Supplement 1

12 DECEMBER 1997

DEPARTMENT OF DEFENSE CIVILIAN PERSONNEL (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/DPCP
(Sharolyn S. Chinen)
Supersedes JTR, Vol II/PACAF1,
25 November 1996

Certified by: HQ PACAF/DPC (Karen L. Bingo)

Pages: 2
Distribution: F

This supplement does not apply to the Air National Guard (ANG) or the US Air Force Reserve (AFRES) units and members.

SUMMARY OF REVISIONS

This supplement is revised to reflect a change to a paragraph reference number in C4010-2.(Added). New or revised material is indicated by an asterisk (*).

JTR, Vol II, 1 December 1996, is supplemented as follows:

C3000-1.(Added)(PACAF). Travel of Japanese nationals employed under the Master Labor Contract (MLC) will be in accordance with the provisions of that contract and directives issued by Headquarters Fifth Air Force.

C3000-2.(Added)(PACAF). Authority to approve invitational travel has not been delegated below the Major Air Command. Requests for approval of invitational travel will be forwarded to the HQ PACAF function having jurisdiction over the matter requiring the invitation.

C3001-2. PACAF Form 90, Request for Civilian Travel (Other Than for TDY), will be used by all PACAF organizations for requesting travel. This form will be prepared in the number of copies determined to be necessary by the civilian personnel flight and accordingly distributed.

C4010-1.(Added)(PACAF). The following documents will be maintained: Basic documents including initial and renewal transportation agreements; DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel; AF Form 973, Request and Authorization for Change of Administrative Orders; AF Form 937, Request and Authorization for Dependent(s) Travel; CPF documentation reflecting transportation eligibility or ineligibility for local hires; correspondence related to transportation entitlement and authorization.

*C4010-2.(Added)(PACAF). Records pertaining to nontemporary storage of household goods will not be filed in the official personnel folder, but maintained and disposed of IAW para C8002C3g. If other special files are established to facilitate internal administration (e.g., orders files), they should be maintained separate and apart from the records described in para C4010-1 above.

C4500-D1. The policy of the CINCPACAF governing attendance of civilian personnel assigned to PACAF at meetings of technical, scientific, professional, or similar organizations is outlined in AFI 51-603.

C17000.(Added)(PACAF). Forms Prescribed: PACAF Form 90, Request for Civilian Travel (Other Than for TDY). This form will be used by all PACAF organizations for requesting travel.

JAMES G. FERGUSON, Colonel, USAF
Director of Personnel